

SR. COMMUNITY DEVELOPMENT SPECIALIST/**City of Seattle, Executive Department, Office of Economic Development****Starting Salary:\$30.56/hr****Unit/Location:** Office of Economic Development/Seattle Municipal Tower 5752**Primary Duties:**

The Senior Community Development Specialist will lead and coordinate revitalization strategies to target investment in neighborhoods with greatest needs. The specific duties include: Manage and coordinate with private developers, community organizations, City Departments, neighborhood business districts, and the general public on complex, multi agency-funded, public/private development projects central to achieving the City's community economic development objectives. Coordinate OED's efforts to revitalize the City's neighborhood business districts, including Broadway, the University District and the Central Area. Identify significant public, political, legal and economic project challenges; develop internal and external consensus on project-related issues; facilitate resolution of conflicts between various stakeholders. Coordinate with community groups, City departments, and private developers to resolve and gain project support of complex and politically sensitive issues. Identify and prepare grant applications from public and/or private funding sources for OED's community economic development efforts. Manage business community projects: Manage complex, multi-funded public/private development projects and programs. Negotiate significant public, political, legal and economic consequences; develop consensus on project related issues; resolve conflicts between special interest groups. Coordinate with community groups, City departments, and private developers to resolve complex and politically sensitive issues and to gain program support. Prepare and deliver presentations to City staff, business and community groups, property owners, the Mayor, City Council and others.

Successful performance of these duties will require strong customer focus, demonstrated track record in teamwork in a multi-cultural environment and ability to work effectively with diverse communities, coordination with other City agencies and community-based partners and commitment to the Mayor's Race and Social Justice Initiative. The extensive cross-functional, jurisdictional and departmental coordination and the on-going contact with individuals, groups, and organizations require exceptional leadership, negotiation and teambuilding skills.

Required Qualifications: The equivalent of three years of experience in economic, real estate and/or community development, commercial finance, architecture, project management or related experience; and a baccalaureate degree in business or public administration, urban planning, or a related field; or a combination of education, training and/or experience which provides an equivalent background. Strong oral and written communication skills to communicate complex and sensitive issues to the Mayor, Council and Senior Executives of the City.

Desired Qualifications: Knowledge of Community Development Block Grant regulations and other government and private financing sources. Track record in managing and implementing community development projects, negotiating and facilitating among diverse stakeholders, and working collaboratively with community-based partners.